

KVPartners LLC

P.O. Box 7721, Gilford, NH 03247

Phone: (603) 513-1909 / Fax: (866) 587-0507

May 13, 2013

Mr. Carter Terenzini, Town Administrator
6 Holland Street
PO Box 139
Moultonborough, NH 03254

Re: Task Order
Village Sidewalk

Dear Mr. Terenzini:

KVPartners is pleased to submit this Task Order for professional engineering services for the subject project. This Task Order includes the scope of services, schedule and fee to complete the necessary evaluations and analysis for a proposed sidewalk in the village area of the Town of Moultonborough. KVPartners is under contract to provide professional engineering services to Moultonborough, New Hampshire (Town) under the Professional Engineering Services Agreement dated July 2009 (Agreement) and contract extension dated July 2012. All terms and conditions specified in the Agreement shall apply to this Task Order.

1. Scope of Services

Task 1 – Base Map

The Town will provide KVPartners a composite pdf of the study area with building footprint, tax parcels, dimensions of the tax parcels, wetlands, Comprehensive Shoreline Protection Act, USGS 20-foot contours, hydrants and town drainage, individually overlain on the public domain (GRANIT) aerial photography of the study area. The Town will also provide the necessary drawing layers in a AutoCAD (*.dwg) format with spatial ties to the aerial photography image file to ensure accuracy of drawing layers relative to imported aerial photography. KVPartners will:

- 1.1 Coordinate with Town's GIS consultant regarding the provision of the above materials.
- 1.2 Attend a meeting with Town staff to review project study area and identify known and informal walking patterns and opportunities and constraints within the study area.
- 1.3 Create an Autocad drawing file of the base map information provided by the Town with the drawing layers provided by the Town and public domain aerial photography, excepting the dimensions from the tax maps.
- 1.4 Working from the SelectBoard approved guidance action of May 2, 2013 attached hereto and the base map information provided by the Town, prepare:
 - a.) One titled roll plan, at a scale acceptable to the Town, showing the study area boundaries and Village Zoning District, suitable for public presentations and the development of working concepts.
 - b.) One 11" x 17" base map of the study area suitable for report reproduction as well as a 24" x 36" presentation board of the same.

c.) One 24" x 36" presentation board of the "givens" from the Town's guiding principles from the text supplied by the Town.

- 1.5 Submit the drawings in electronic and hard copy format with transmittal letter documenting the completion of Task 1. One copy of each is budgeted under this task.

Task 2 – Orientation Meeting

- 2.1 Attend a meeting with Town staff and other key stakeholders (NHDOT, LRPC, community members, etc.) to review the study process and review relevant documents, including but not limited to:
- Study Guidelines Adopted by the SelectBoard (May of 2013);
 - Village Design Charette of 2012;
 - Safe Routes to Schools Plan of 2010;
 - Town Master Plan Update of 2009;
 - Route 25 Corridor Study of 2008;
 - Statute as to the establishment and maintenance of municipal sidewalks
 - NHDOT regulations as to the establishment and maintenance of sidewalks in their right-of-way
- 2.2 Walk the study area with the Town staff and stakeholders for an overview of the known and informal walking patterns and opportunities and constraints within the study area.
- 2.3 Conduct a field assessment along the known and informal walking patterns to identify physical features (steep slopes, structures, utilities) not shown on the base map that are considerations in the design of the sidewalk network.
- 2.4 Coordinate with the NHDOT regarding requirements for constructing a sidewalk within the NHDOT right-of-way located within the study area.
- 2.5 Update the base map with information obtained from the field assessment. Information will be by annotation only. It is understood that documented locations of physical features will be approximate. Submit the revised base plan to the Town for review and comment. Address comments and submit a final base plan.
- 2.6 Evaluate requirements for additional survey based on the field assessment and sidewalk alignments selected by the Town.
- 2.7 Prepare a technical memorandum summarizing discussions and results of evaluations and analyses completed under Task 2. Submit a draft memorandum to the Town for review, address comments and submit a final memorandum. Memorandum will be submitted in electronic format.

Task 3 – Community Design Charrette

- 3.1 Attend a charrette with Town staff, key stakeholders and the local community to:
- Present the base map (roll plan) with mylar overlay for use in a community input design session so that attendees can markup the map with their ideas of sidewalk alignments and types.
 - Present the opportunities and constraints for sidewalk alignments as well as NHDOT requirements.

Facilitation of meeting will be by Town staff. KVPartners will serve as technical advisor.

- 3.2 Prepare meeting minutes documenting the results of the charrette. Submit draft minutes and plan to the Town for review. Address comments and submit final minutes.

Task 4 – Survey Proposal and Management

- 4.1 Assist the Town in retaining qualified firms or individuals (consultants) to complete a field survey to supplement available data. Services include: development of scope of work; solicitation and review of proposals; recommendation on consultant selection; and coordinating and scheduling the work performed by consultants.
- 4.2 Review the field survey submitted by the consultant by completing a walk-thru of the surveyed area. Identify deficiencies and coordinate with the consultant to resolve deficiencies. One site visit is scheduled under this task. It is understood that deficiencies in the survey data whether identified by KVPartners or not are the sole responsibility of the survey consultant.

Task 5 – Conceptual Design

- 5.1 Attend a meeting with Town staff to finalize a sidewalk network layout and segmentation.
- 5.2 Coordinate layout issues with the NHDOT and develop a conceptual level design to include the proposed sidewalk network (horizontal alignment), typical sidewalk detail; identification of site constraints, construction requirements and identifiable property impacts. Present the conceptual layout to Town staff. Revise the conceptual design in response to Town comments and meet with Town staff for preparation and scoping of workshop with public. Three meetings are scheduled under this task.
- 5.3 Attend a public workshop to present the conceptual design.
- 5.4 Prepare meeting minutes documenting the results of the charrette. Submit draft minutes to the Town for review. Address comments and submit final minutes.
- 5.5 Prepare an estimate of total project cost (construction, engineering) by segment and identify land or right of way acquisitions. Submit the final concept plan to the Town.

Note: The scope of services includes the development of one conceptual plan. Any alternatives analyses or additional concepts will be considered a change in the scope of services and the budget adjusted accordingly.

Task 6 – Draft Report

- 6.1 Submit concept plans to and meet with Road Agent/DPW Director for costing on any capital needs and annual maintenance expense projections and Town Assessor for estimating property acquisition costs. One meeting is scheduled under this task.
- 6.2 Prepare and transmit a draft report on process, recommended network and segmentations, design standards, capital cost estimates, maintenance cost estimates, constraints, and timelines. Address Town comments and submit a final report.
- 6.3 Attend a public meeting to present the report.

Task 7 – Final Report

- 7.1 Prepare a written response to Town comments and present to Town staff.
- 7.2 Finalize the report based upon Town directed changes.
- 7.3 Submit a final roll for public viewing.
- 7.4 Make a final presentation to SelectBoard.

2. Information and Services to Be Provided By Town

1. Provide base plan information.
2. Provide a comprehensive set of comments at each submission. Only one round of comments is budgeted for each submission.
3. Coordinate meetings such that meetings do not exceed a maximum duration of 2 hours. Additional meeting time will be budgeted for meetings in excess of 2 hours.
4. Refer to the Agreement for requirements.

3. Schedule

The scope of services will be initiated upon receipt of authorization to proceed from the Town. Completion of the scope of services is beyond the full control of KVPartners and subject to availability of stakeholders and project participants. Deliverable dates will be established as the work progresses.

4. Compensation and Payment

Compensation will be on a lump sum basis in accordance with the following schedule. Payment shall be made when the final approved product has been submitted for each task.

Task		Compensation
No.	Description	
1	Base Map	\$2,800
2	Orientation Meeting	\$3,600
3	Community Design Charrette	\$1,500
4	Survey Proposal and Management	\$1,300
5	Conceptual Design	\$15,200
6	Draft Report	\$2,900
7	Final Report	\$2,200
Total:		\$29,500

5. Acceptance

If this Task Order meets with your approval, please have an authorized representative sign and date as indicated below. Please return one copy of this Agreement to my attention at P.O. Box 7721, Gilford, NH 03247.

If you have any questions or need additional information, please feel free to contact me at 513-1909. Thank you for the opportunity to serve the Town of Moultonborough.

Sincerely,

KVPartners

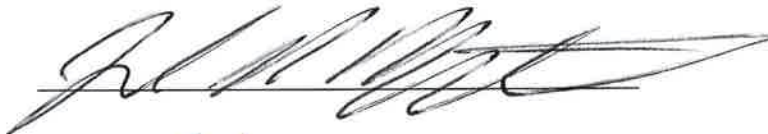


Raymond H. Korber, P.E., Principal

May 13, 2013

Date

TOWN OF MOULTONBOROUGH, NEW HAMPSHIRE



05/30/2013

Date

Exhibit A

Study Area:

Attached

Sidewalks for the purposes of this study shall mean:

A designated walkway for pedestrians to travel from a point of origin to a point of destination within the study area by means of:

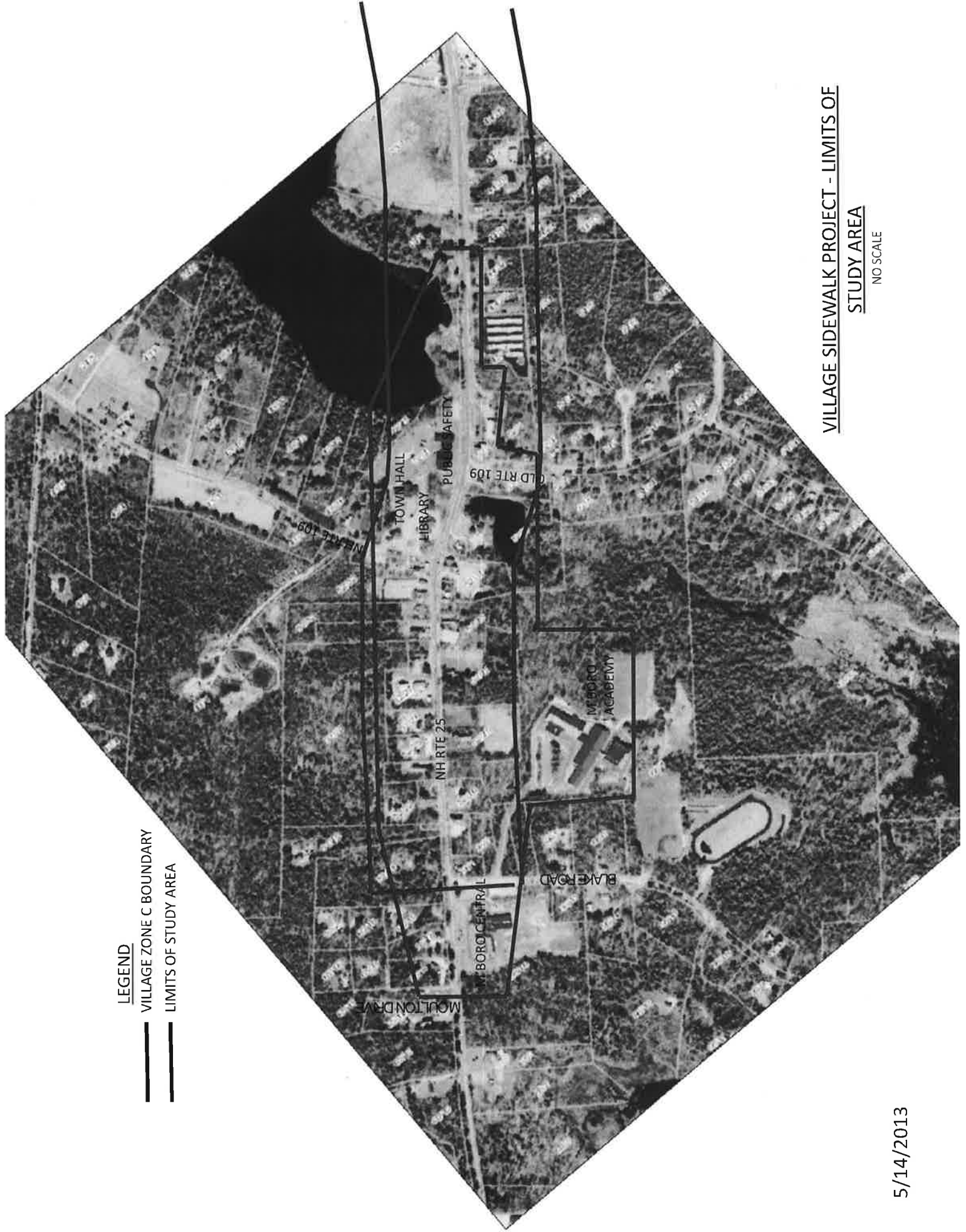
- (a) A hard surfaced way alongside a roadway separated vertically (i.e. raised curb) or horizontally (i.e. a 5' +/- buffer panel) from the roadway;

Or

- (b) A pathway suitable for pedestrian travel and capable of being maintained in the majority of local weather conditions.

Target Widths:

To the extent reasonable and practicable, the design width of the sidewalks is targeted to be 6'.



LEGEND

— VILLAGE ZONE C BOUNDARY

— LIMITS OF STUDY AREA

VILLAGE SIDEWALK PROJECT - LIMITS OF STUDY AREA

NO SCALE

5/14/2013